

ADMINISTRATIVE - INTERNAL USE ONLY

30 AUG 1974

MEMORANDUM FOR: Deputy Director for Administration  
 SUBJECT : Delegation of Authority to Approve  
 Holiday Work and Irregular Overtime  
 REFERENCE : DD/S Administrative Instruction No. 70-4  
 dtd 20 Feb 70, subject: Overtime Work

1. This memorandum requests your concurrence of Logistics Instruction 20-16 (attached).
2. Paragraph 2 of the referent states, in part, that ". . . irregular or occasional overtime may be authorized by office heads and their general deputies . . . ." We construe "general deputies" to include only divisional and major staff chiefs plus our Deputy Director and Executive Officer.
3. As a matter of practical necessity, I would like to extend and/or redelegate the subject authority to those depot, printing plant, and branch chiefs listed in subparagraph 2a of the attachment. It should be noted that, as an additional safeguard, all divisional and staff quarterly estimates for holiday or irregular overtime are screened and approved by my Executive Officer.
4. Request you concur in and sign the attached Logistics Instruction.

/s/ Michael J. Malanick  
 Michael J. Malanick  
 Director of Logistics

Att

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INSTRUCTION NO.  
LI 20-16

LI 20-16  
PERSONNEL

Revised 5 September 1974

STATINTL

SUBJECT : Overtime and Holiday Work

REFERENCES: (a) [REDACTED]  
(b) DD/S Administrative Instruction No. 70-4  
dtd 20 Feb 70  
(c) LI 20-19  
(d) [REDACTED]

STATINTL

1. GENERAL

This instruction delegates authority for direction and approval of holiday work and irregular overtime as defined in paragraph c(1)(b) of reference a. All regularly scheduled overtime will be approved by the Deputy Director for Administration in accordance with reference b.

2. AUTHORITY

- a. The officers listed below may authorize holiday work and approve compensation in accordance with reference a. and may authorize irregular overtime and approve compensation for all employees under their supervision with the exception of employees graded GS-12 and above.

Executive Officer, OL  
~~Chief, Plans and Programs Staff, OL~~  
~~Chief, Procurement Management Staff, OL~~  
~~Chiefs of all OL divisions~~  
Chief, [REDACTED] SD/OL *How: yes*  
Chiefs of all branches of LSD/OL *How: yes*  
Chiefs of the Special and General Printing Plants, PSD/OL *How: yes*  
Production Manager, Main Printing Plant, PSD/OL *How: yes*

STATINTL

- b. These authorities may not be redelegated.
- c. Overtime will not be authorized for GS-12 through GS-14 employees except in unusual cases. Compensation or compensatory time for GS-12 through GS-14 employees for overtime work requires prior approval of the Director of Logistics.

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3. CERTIFICATION

The officers listed in paragraph 2.a. shall certify the time and attendance reports claiming compensation for holiday work or compensation or compensatory time for overtime authorized under provisions of paragraph 2.a. or reference b. The Executive Officer, OL, shall certify time and attendance reports for GS-12 through GS-14 employees who have been authorized to perform overtime.

MICHAEL J. MALANICK  
Director of Logistics

CONCURRENCE: as amended

/s/ JOHN N. McMINION

Deputy Director for Administration

4 SEP 1974

Date

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